

REASON FOR THIS POSITION						POSITION DESCRIPTION COVER SHEET					
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER							
RECOMMENDED											
4. TITLE						5. PAY PLAN		6. SERIES		7. GRADE	
8. WORKING TITLE						9. INCUMBENT (Optional)					
OFFICIAL											
10. TITLE Tractor Operator											
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE		16. I/A		17. CLASSIFIER			
WG	5705		06	MONTH/DAY/YEAR		YES		NO		MS	
				4-22-2002							
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)											
1st						5th					
2nd						6th					
3rd						7th					
4th						8th					
SUPERVISOR'S CERTIFICATION											
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.											
19. Supervisor's Signature				20. Date		22. Second Level Supervisor's Signature				23. Date	
21. Supervisor's Name and Title						24. Second Level Supervisor's Name and Title					
FACTOR EVALUATION SYSTEM											
FACTOR		25. FLD/BMK		26. POINTS		FACTOR		25. FLD/BMK		26. POINTS	
1. Knowledge Required						6. Personal Contacts					
2. Supervisory Controls						7. Purpose of Contacts					
3. Guidelines						8. Physical Demands					
4. Complexity						9. Work Environment					
5. Scope and Effect						27. TOTAL POINTS				27.	
JGS for Tractor Operator, WG-5705 (TS- 62 dtd 1/92)										28. GRADE	
										28.	
CLASSIFICATION CERTIFICATION											
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.											
29. Signature /S/ MARILYN STETKA								30. Date 4/22/02			
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)											
32. Remarks						Standard Job#5705-06			33. OPM Certification Number		

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 06	6. IP NO. (8)
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B. MASTER RECORD

1. PAY WG	2. OCC.SER (4) 5705	3. OCC FUNC.	4. OFF. TITLE CD 0001	5. OFF. TITLE (38) TRCTR OPERTR		
6. HQ.FLD.CD. (1) 1=HQ 2=FLD	7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA 5=Mgmt. CSRA 6= Leader LGEG 8=All Others	8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO DA YEAR 4 22 02	
11. EARLY RET. CD. (1) 1=Primary 2=Secondary	3=Foreign Svc. Blank=NA	12. INACT/ACT (1) A I=Inactive A=Active	13. DT. ABOL. (6) MO DAY YEAR	14. DT.INACT/REACT (6) MO DAY YEAR	15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)						
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)						

C. INDIVIDUAL POSITION

1. FLSA CD. (1) N E=Exempt N=Nonexempt	2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 3=SF 278 4=AD 392	3. POS. SCHED. (1) A=Sched A B=Sched B 0=Excepted but not A, B, C	4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical	5. COMP. LEV. (4) 06TO									
6. WK. TITLE CD. (4)		7. WK TITLE (38)											
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th	9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE												
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes	13. DUTY STATION (9) State (2) City(4) Cnty(3)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO DAY YEAR	16. PAS. IND. (1) Blank=N/A 1=PAS	17. DATE EST. (6) MO DAY YEAR 4 22 02						
18. GD. BASIS. IND. (1) 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG 4=Sup./Program 5=RGEG 6=Policy Analysis GEG 7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use			19. DT. REQ. REC. (6) MO DAY YEAR	20. NTE. DT. (6) MO DAY YEAR	21. POS. ST. Y=Perm N=Other								
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) <table border="0"> <tr> <td>Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev.</td> <td>Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev.</td> <td>Results 1=No Action Req. 2=Minor PD Change 3=New PD Req.</td> <td>5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade</td> <td colspan="3">9=Other</td> </tr> </table>							Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev.	Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev.	Results 1=No Action Req. 2=Minor PD Change 3=New PD Req.	5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade	9=Other		
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23. DT. EMP. ASGN. (6) MO DAY YEAR	24. DT. ABOL. (6) MO DAY YEAR	25. INACT/ACT (1) A 1=Inact. 2=Act.	26. DT. INACT/REACT (6) MO DAY YEAR	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)							
30. CLASSIFIER'S SIGNATURE			31. DATE										

32. REMARKS

Standard Job #5705-06

A. Major Duties

Typical, but not all-inclusive, tasks are as follows:

Operates field type tractor having 4 wheels and up to 8 forward gears and are steered with a conventional steering wheel. It requires multiple connections and adjustments such as setting the depth of plow blades or height of mower blades and is typically operated with hydraulic or manual controls.

B. Evaluation Factors

1. Skill and Knowledge

Operates both the tractor and equipment controls at the same time, for example, must be able to operate the tractor while raising and lowering gang mowers or a front-end loader. Examples of equipment operated are mowers, cutter bars, plows, harrows, sprayers, discs, front-end loaders, movable dozer blades, and backhoes.

Makes multiple connections between the tractor and attached or towed equipment which require skill and knowledge to hook up and align more difficult connections such as mechanical drive shafts and hydraulic lines for power and control systems.

Must have knowledge of both tractor and equipment operating characteristics such as tractor gears, power ratios, braking and turning capacities, and equipment power requirements, capacities and operating speeds.

2. Responsibility

Performs the work according to established methods or special instructions such as the depth to be plowed or the spacing between furrows. Receives instructions on what materials are to be used, such as the type of fertilizer or seed to dispense. Makes difficult judgments concerning tractor operations in selecting gears, power settings, and speeds for equipment operations and the order in which the work is to be accomplished. Must comply with standard operating procedures, such as the depth of the plow, proper speed, where to begin, and how to complete the job.

3. Physical Effort

In addition to work which typically requires frequent arm and leg movements to operate tractor controls, the operator has to manipulate equipment controls.

4. Working Conditions

Work is usually performed outside. The operator is constantly exposed to unpleasant noise levels and vibration and severe jolting from the tractor and towed vehicles. Outside work often exposes the operator to long periods of hot sun and occasionally to bad weather. May be exposed to chemical dust and sprays and may need to wear protective clothing and respirators. Must follow prescribed safety practices and use safety equipment to avoid injury and possible hazards in the work area.

C. Other Considerations (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: _____